

(STD 607)**(1987)**

The Personnel office uses STD 607 to establish, reclassify, or abolish encoded, blanket positions and any other related transactions. The STD 607 initiates encumbrances and disencumbrances against current personal services allotments based on salary rates or blanket totals involved.

For personnel transactions to be reflected on the Schedule 8, the 607 must reach State Controller's Office (SCO) no later than mid-June. Otherwise, personnel or budgets will have to write the information on the Schedule 8 in order to have the total authorized positions.

**Centralized and
Decentralized Field**

Develops request for personnel action (PO-200).

Provides copy of duty statements.

Provides copies of organizational charts (current and proposed for position changes associated with reorganizations).

Provides copies of any DPA certification of position changes.

Provides copies of (or reference to) any related 607s.

Sends all this to Personnel.

Personnel Office

Completes a PO-200 with information from field.

Sends it to budget office. (See Personnel Procedures Handbook.)

Budget Office

If the PO-200 affects the budget, reviews the PO-200 and returns it to Personnel after explaining the Item 10 transaction under "Remarks."

The departmental budget officer has the delegated authority to approve:

- A reclassification for any reason to a position with a minimum salary step below that specified in Section 31 of the current Budget Act.
- A unit change of any salary amount when the class and expiration dates remain the same.

The budget office must approve the transaction if the 607 is:

- An establishment of positions and blankets, whether or not authorized by the Legislature.
- A transfer of funds to blanket authorizations.
- An establishment of positions out of blanket authorizations.
- An abolishment of positions.
- A reclassification to a position over a minimum salary step per month as specified in Section 31 of the current Budget Act.

Department of Finance

Sends to Department of Finance for review.

Within five working days of receipt, approves or returns to CDF with an explanation for disapproval and the additional information required to support the 607.

Sends approved 607s to the SCO using the normal transmittal process, unless CDF requests otherwise.

- Per Section 31 of the Budget Act, the Department of Finance will not sign off on a 607 with an effective date more than 30 days prior to the day they sign it.

When filling out the 607, use the following guidelines for completing Item 10:

For Establishing New Authorized Positions

Always cite specific authority when requesting a new position to establish a (permanent/ limited term) position "per Page _____, Line _____, of (FY) Governor's Budget," or: "Page _____ of the (FY) Final Change Book."

If authority for the new position does not appear in the Governor's budget or final change book, the position may be established only for the current fiscal year. It can be made permanent after its incorporation into the final budget.

For Administratively Established Unauthorized Positions

Positions which have not been approved by the Legislature may be established administratively for the current fiscal year only, and only upon approval of the Department of Finance.

Item 10 will state: "To administratively establish in accordance with (BCP No. _____), (Contract No. _____ between CDF and _____), etc., to be reflected in the (FY) Governor's Budget."

For Reclassification Training and Development (T & D)

"Reclassify position to accommodate Training and Development (T&D) assignment. This T&D is consistent with the CDF/SPB approved training plan."

For Training and Development Completion

"Training and Development completed. Reclassify position to original class."

Budget staff should attach a copy of the 607 which originally approved the T&D.

**For Other
Reclassification**

"Reclassify position in accordance with duties being performed" (promotion).

"Reclassify position to comply with SPB audit."

"Reclassify position for recruitment purposes."

"Reclassify position to meet workload needs."

Budget staff should be prepared to discuss SPB audit for workload needs.

To Abolish Position

"To abolish position per Page ____, Line ____, of the (FY) Governor's Budget," or: "Page ____ of the (FY) Final Change Book."

**For Chaptered
Legislation**

"Position established per Chaptered Legislation, Chapter ____, Bill No. ____."

A checklist of attachments which may need to be submitted with 607 includes the following:

- Justification for class change and explanation of where the money is coming from to pay any increase in salary.
- Organization chart showing position in work unit.
- DPA certification of position changes.
- Copy of duty statement.

607 transactions involving the blanket must show dollar amounts under Item 11 for blanket addition/deletions.

607 transactions for limited-term positions cannot have expiration dates which cross fiscal years. Administratively established positions must show an expiration date in the current fiscal year.

As a general rule, reclassification of permanent positions for training and development purposes are permanent unless the original position is restored with another 607 document when the T&D assignment ends. This does not preclude personnel from preparing a 607 for each fiscal year while the T&D is in effect if the program does not want the reclassification to be permanent.

For any position established or abolished during the budget process, the Budget office will notify personnel. Upon notification, Personnel will request a PO-200 from the unit losing or gaining the position(s) and, upon its receipt, will initiate a 607.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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